

Evaluation Web – Direct Data Entry Guide

05/12/2016

General Notes:

Resources from Luther are available by clicking the blue “?” on the log-in screen or in the data entry Windows User



New records are editable for 90 days after submitting a form. On the 91st day they become locked and can only be unlocked by the data manager.

Negative test results must be entered within 7 days

Reactive results must be entered within 48 hours

Unknown Dates: use 01/01/1800; interpreted by system as “unknown”

Logging in:

New users can be added to Evaluation Web by first contacting Jennifer Linzmeier (DHHS) <LinzmeierJ@michigan.gov>. The authentication process may take several weeks to get approval through CDC and Luther.

Once you have received your log-in credentials, log-on by visiting cdc-ew.lutherconsulting.com. The log on process requires two steps: both entering your user name and password and selecting the correct security code which you will choose the first time you log on. You must allow pop-ups in order to access the data entry module for Evaluation Web.

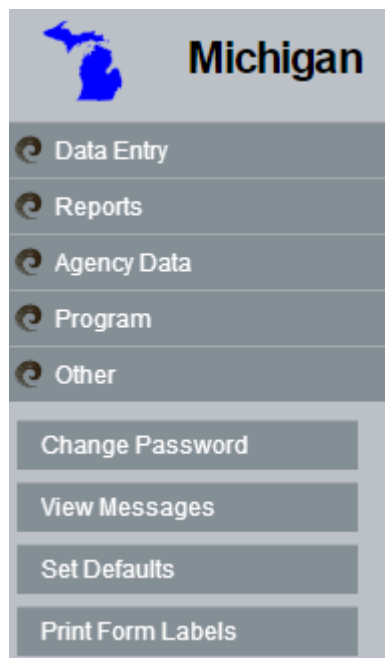
The screenshot shows the Evaluation Web login interface. At the top left is the 'EVALUATIONWEB' logo. At the top center is the word 'Michigan'. At the top right is a blue question mark icon. The main heading is 'Please Login'. Below this are two input fields: 'Username:' and 'Password:'. Below the password field is a blue link that says 'Forgot your password?'. Below that is a grey 'Submit' button. At the bottom are two blue links: 'System Requirements' and 'EvaluationWeb HIV Test Template Current Version'.

After logging on, users with access to multiple programs will be prompted to select a program. This selection will open a new window where you can view, enter, and edit test information.

User settings:

At any time after getting access to Evaluation Web, you can adjust certain user settings or set default data entry responses.

The left side of your browser contains the menu with options for data entry, report generation, agency data, program data, and other. Using the “Other” menu, you can change your password, view messages, set defaults, and print form labels.



Setting defaults allows for faster data entry by auto-populating certain fields with common or universal responses for your site. For example, you can default a program announcement and site location. Defaults are user specific and will only apply to your username.

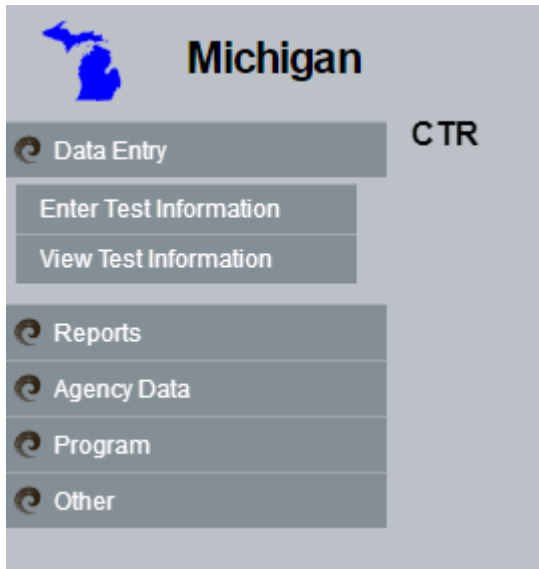
Client Defaults	Testing Defaults
Default Worker ID:	<input type="text"/>
Default Test Election:	<input type="text"/>
Default Test Technology:	<input type="text"/>
Default Test Result:	<input type="text"/>
Default Result Provided:	<input type="text"/>
Default if results not provided, why:	<input type="text"/>
	<input type="button" value="Set Defaults"/>

Enter Test Information:

All new testing events from funded entities will be entered using direct data entry in Evaluation Web.

All fields should be completed based on client responses, using “don’t know” to indicate that the client does not know, “declined to answer” to indicate that the question was asked but not answered, and “not asked” to indicate that a question was not asked.

To enter a new test event, select “Data Entry,” then “Enter Test Information” from the menu in the upper left corner.



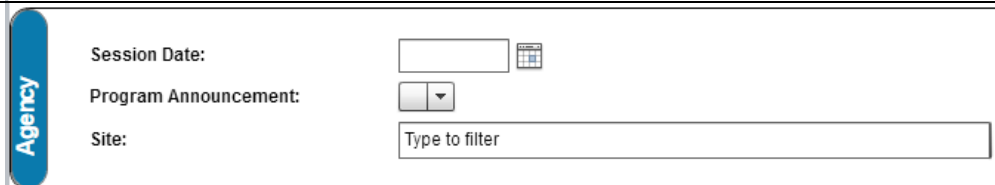
The screenshot shows the Michigan Evaluation Web interface. At the top, there is a blue map of Michigan and the word "Michigan" in bold. Below this, there is a "Data Entry" button with a circular icon, and a "CTR" label. Under "Data Entry", there are two sub-buttons: "Enter Test Information" and "View Test Information". Below these, there are four more buttons: "Reports", "Agency Data", "Program", and "Other", each with a circular icon.

ID: Fill out “Form ID” with the sticky number from the sample



The screenshot shows the "2012-2017 Form" section. On the left, there is a blue vertical bar with the letter "ID". To the right of this bar, there is a label "Form ID:" followed by a text input field.

Agency: Select Session date (date of testing event) and appropriate program announcement. Note that individual users can set defaults (see User Settings).



The screenshot shows the "Agency" section. On the left, there is a blue vertical bar with the word "Agency". To the right of this bar, there are three fields: "Session Date:" with a date picker icon, "Program Announcement:" with a dropdown arrow, and "Site:" with a text input field containing the placeholder "Type to filter".

Client: Enter client information.

Client ID is the 10-digit sticky number, or, for directly funded agencies, used for site specific client ID.

For Client Race, you may select more than one value.
If you select “Yes” for previous HIV Test, new options will appear.

Client	Client ID:	<input type="text"/>
	Year of Birth:	<input type="text"/>
	Client State:	<input type="text"/>
	Client County:	<input type="text"/>
	Client Zip Code:	<input type="text"/>
	Client Ethnicity:	<p><input type="radio"/> Hispanic or Latino</p> <p><input type="radio"/> Not Hispanic or Latino</p> <p><input type="radio"/> Don't Know</p> <p><input type="radio"/> Declined to Answer</p> <p><input type="radio"/> Not Asked</p>
	Client Race (Check all that apply)	<p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Pacific Islander</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Don't Know</p> <p><input type="checkbox"/> Declined to Answer</p> <p><input type="checkbox"/> Not Asked</p>
	Client Assigned Sex at Birth:	<p><input type="radio"/> Male</p> <p><input type="radio"/> Female</p> <p><input type="radio"/> Not Asked</p> <p><input type="radio"/> Declined to Answer</p>
	Current Gender Identity:	<p><input type="radio"/> Male</p> <p><input type="radio"/> Female</p> <p><input type="radio"/> Transgender - MTF</p> <p><input type="radio"/> Transgender - FTM</p> <p><input type="radio"/> Transgender - Unspecified</p> <p><input type="radio"/> Not Asked</p> <p><input type="radio"/> Declined to Answer</p> <p><input type="radio"/> Additional (specify)</p>
	Previous HIV Test?	<p><input type="radio"/> No</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> Don't Know</p> <p><input type="radio"/> Declined to Answer</p> <p><input type="radio"/> Not Asked</p>

Previous HIV Test: If you select “Yes” for Previous HIV Test, you will be prompted to enter the result as reported by the client.

Client	Client Self Reported HIV Test Result:	<p><input type="radio"/> Positive</p> <p><input type="radio"/> Negative</p> <p><input type="radio"/> Preliminary Positive</p> <p><input type="radio"/> Indeterminate</p> <p><input type="radio"/> Don't Know</p> <p><input type="radio"/> Declined to Answer</p> <p><input type="radio"/> Not asked</p>
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HIV Test 1: You can enter up to three HIV test types and results; you must enter at least one.

If you select “No” for results provided, you must also answer “If results not provided, why?”

If you have an additional HIV test to enter with the same sticky number, select “Yes” for “Show HIV Test 2” and submit appropriate information.

HIV Test Information

HIV Test 1

Sample Date:	<input type="text"/>
Worker ID:	<input type="text" value="Type to filter"/>
Test Election:	<input type="radio"/> Tested anonymously <input type="radio"/> Tested confidentially <input type="radio"/> Test not offered <input type="radio"/> Declined Testing
Test Technology:	<input type="radio"/> Conventional <input type="radio"/> Rapid <input type="radio"/> NAAT/RNA Testing <input type="radio"/> Other
Test Result:	<input type="radio"/> Positive/Reactive <input type="radio"/> Negative <input type="radio"/> Indeterminate <input type="radio"/> Invalid <input type="radio"/> No Result
Result Provided:	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Yes, client obtained the result from another agency
Show HIV Test 2:	<input type="radio"/> No <input type="radio"/> Yes

Behavioral Risk Factors: select the appropriate response for the completion of a behavioral risk profile.

When entering risk information: If a client doesn’t know or refuses to answer a question, you may select “Don’t Know” or “No Response” respectively. For risk categories left blank, it will be assumed that the question was not asked.

In “Additional Client Risk Factors,” select all behaviors that apply.

Behavioral Risk Factors

Choose one if:	<input checked="" type="radio"/> Client completed a behavioral risk profile <input type="radio"/> Client was not asked about behavioral risk factors <input type="radio"/> Client was asked, but no behavioral risks were identified <input type="radio"/> Client declined to discuss behavioral risk factors
In past 12 months, client has identified the following:	
Vaginal or Anal Sex with a Male:	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Don't Know <input type="radio"/> No Response
Vaginal or Anal Sex with a Female:	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Don't Know <input type="radio"/> No Response
Vaginal or Anal Sex with a Transgender Person:	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Don't Know <input type="radio"/> No Response
Injection Drug Use:	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Don't Know <input type="radio"/> No Response
Additional Client Risk Factors:	<input type="checkbox"/> 01 - Exchange sex for drugs/money/or something they needed <input type="checkbox"/> 02 - While intoxicated and/or high on drugs <input type="checkbox"/> 05 - With person of unknown HIV Status <input type="checkbox"/> 06 - With person who exchanges sex for drugs/money <input type="checkbox"/> 08 - With anonymous partner <input type="checkbox"/> 12 - Diagnosed with a sexually transmitted disease (STD) <input type="checkbox"/> 13 - Sex with multiple partners <input type="checkbox"/> 14 - Oral Sex (optional) <input type="checkbox"/> 15 - Unprotected vaginal/anal sex with a person who is an IDU <input type="checkbox"/> 16 - Unprotected vaginal/anal sex with a person who is HIV positive <input type="checkbox"/> 17 - Unprotected vaginal/anal sex in exchange for drugs/money/or something they needed <input type="checkbox"/> 18 - Unprotected vaginal/anal sex with person who exchanges sex for drugs/money <input type="checkbox"/> 19 - Unprotected sex with multiple partners

Session Activity: You can add up to four activities completed with CTR. You may type in codes or text to filter results and/or choose from a drop down menu. You do not need to enter four activities if less were completed.

Activity	Session Activity 1:	06.00 - Elicit partners
	Session Activity 2:	08.01 - Information - HIV/AIDS transmission
	Session Activity 3:	04.00 - Referral
	Session Activity 4:	05.00 - Personalized risk assessment

Local Fields: Local fields are being used in Michigan to collect additional information.

Local	Local Use Field 1:	R-Ag/Ab
	Local Use Field 2:	AC
	Local Use Field 3:	4.27
	Local Use Field 4:	4.13

Local field 1: enter the reactive test result

Local field 2: enter additional race if

Arab/Chaldean, otherwise leave blank

Local field 3: If

referred for PrEP, enter referral code.

Otherwise enter any other additional referral

Local field 4: Any additional referral code

Local Field	Variable	Options
# 1	Reactive Result	R-Ag R-Ab R-Ag/Ab
# 2	Race (Arab/Chaldean)	AC
# 3	Referral	(any referral however please prioritize if referring for PrEP)
# 4	Referral	Any referral

Referrals: For HIV positive test results, additional information is needed on referral to medical care and partner services.

For female clients with positive result, complete questions related to pregnancy and, if pregnant, prenatal care.

Referrals

Was client referred to HIV medical care?

- ☐ No
☒ Yes
☐ Don't Know

If yes, did client attend the first appointment?

- ☒ Pending
☐ Confirmed- Accessed service
☐ Confirmed- Did not access service
☐ Lost to follow-up
☐ No Follow-up
☐ Don't Know

Was client referred to Partner Services?

- ☐ No
☒ Yes
☐ Don't Know

If yes, was client interviewed for Partner Services?

- ☐ No
☒ Yes
☐ Don't Know

If yes, was client interview within 30 days of receiving their result?

- ☒ No
☐ Yes
☐ Don't Know

Was client referred to HIV Prevention services?

- ☒ No
☐ Yes
☐ Don't Know


What was the client's housing status in the past 12 months?

- ☐ Literally Homeless
☒ Unstably housed and at-risk of losing housing
☐ Stably housed
☐ Not Asked
☐ Declined to answer
☐ Don't know


HIV Incidence: For HIV positive test events, complete information about testing and treatment history including date of previous HIV tests and results and ARV status and date.

If the client is currently or was previously on ARVs, enter the medication name to search and select the appropriate response for up to four medications.


HIV Incidence

Date client reported information: 

Has client ever had a previous positive HIV Test?

Date first positive HIV Test: 

Has client ever tested negative?

Date last negative HIV test: 

Number of negative HIV tests within 24 months before the current (or first positive) HIV test

Value:


Has client used or is client currently using antiretroviral medication (ARV)?


Medication 1:

Medication 2:

Medication 3:

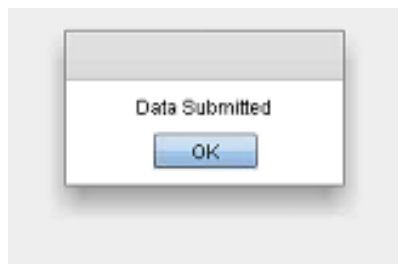
Medication 4:

Date ARV began? 

Date of last ARV use? 

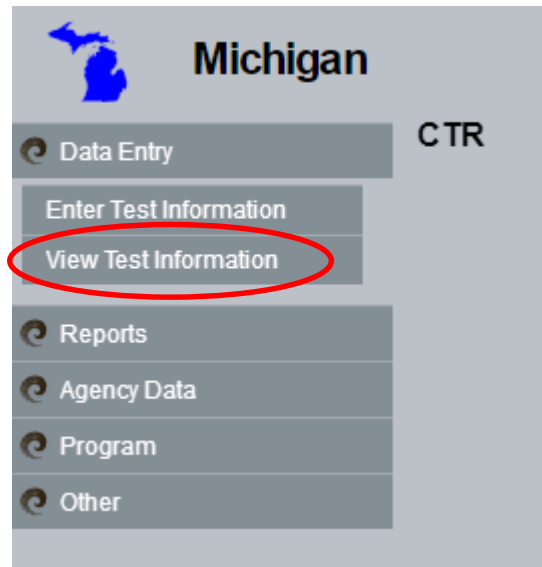
Submit Form: the system will go through several validation checks.

If it recognizes no problems, you will see a confirmation screen.

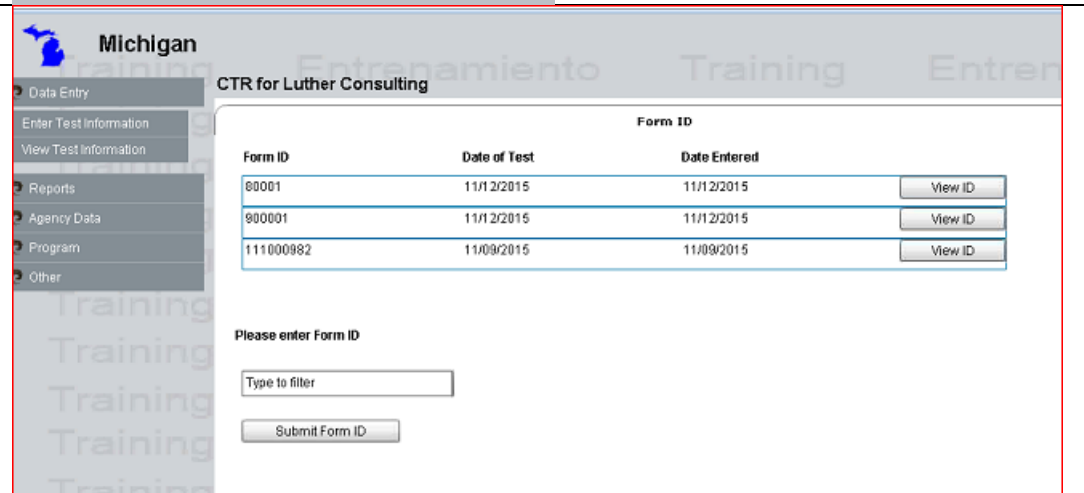


View Test Information:

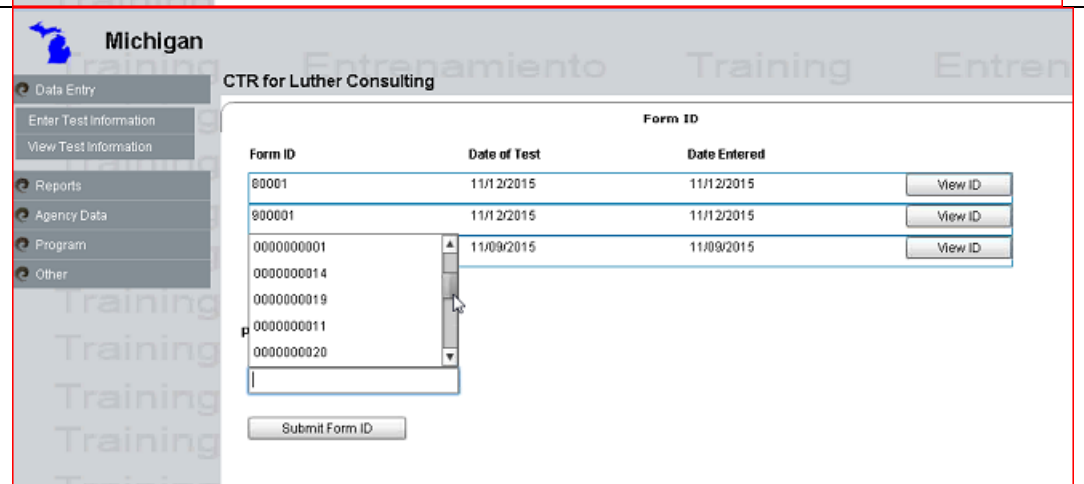
To look up testing events in Evaluation Web, select "View Test Information" in the left hand menu, nested under "Data Entry"



View Test Information:
See last 3 entries listed with Form ID (sticky #), Date of Test, and Date of Entry.




To search other entries, insert cursor into Form ID field to see all entries' Form IDs for that agency. Can either use drop down menu or key in the Form ID you are seeking.



Click **View ID** for the record desired. Information will open up und “View Info” tab (a read-only screen) In “View Info” mode, you can print the testing form or export it as a PDF.

To edit test, select the edit test tab, insert updates or edits, and click submit form to have new information saved.

Tests can only be edited in the first 90 days after data entry and then become locked to future changes.



Michigan

Data Entry
Enter Test Information
View Test Information

Reports
Agency Data
Program
Other

Email Administrator
Logout

CTR for Luther Consulting

Form ID

View Info

2012-2017 Form

ID

Form ID:

MI0001U0000000000000_00001

Agency

Session Date:

11/12/2015

Program Announcement:

121201A

Site:

Luther Consulting - 123 (F01.01)

Client

Client ID:

Year of Birth:

1998

Client State:

Indiana

Client County:

MARION

Client Zip Code:

99999

Client Ethnicity:

Not Hispanic or Latino

Client Race (Check all that apply):

Black or African American

White

Client Assigned Sex at Birth:

Male

Current Gender Identity:

Male

Previous HIV Test?

Yes

Client Self Reported HIV Test Result:

Negative

HIV Test 1

Sample Date:

11/12/2015

Worker ID:

Doe, John

Test Election:

Tested confidentially

Test Technology:

Rapid

Test Result:

Negative

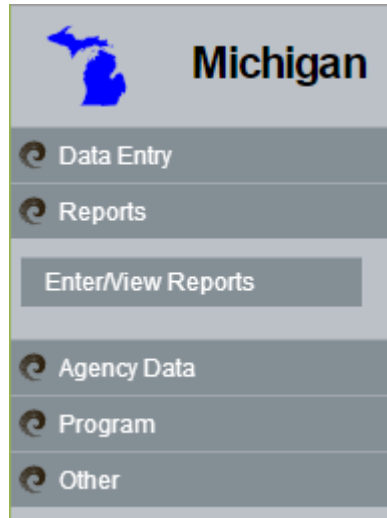
Result Provided:

Yes

Reports:

Program supervisors may wish to view reports on their testing data to check data quality or view summary statistics. Evaluation Web offers several options for generating and viewing these reports, or for exporting data as excel or comma separated files.

Enter/View Reports:



Reflexx: this tool allows you to generate custom reports based on selected variables. Reflexx opens in a new window. See the Evaluation Web training page for detailed tutorials on using Reflexx.



Create New Report



Create Joined Report



Find Saved Report



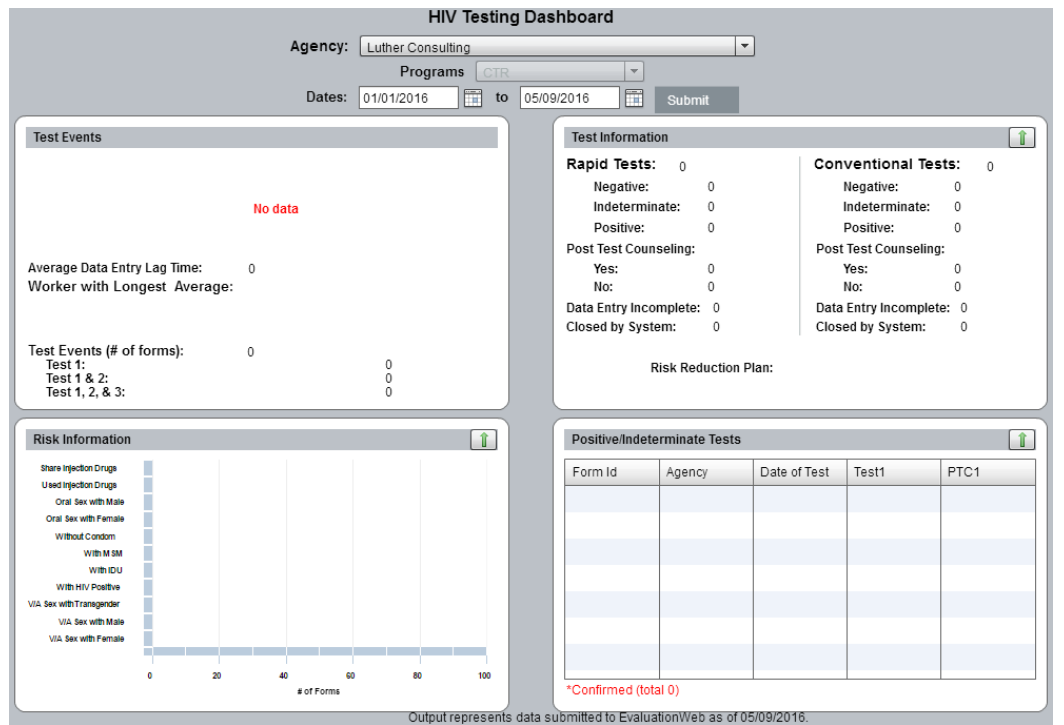
Manage Reports

Data QA: Running a data quality assurance report will report the number of missing results in each form field. Choose your data type, variables, and data range and click "Run Data Quality Report." Evaluation Web will create an excel file of summary results that will be automatically downloaded to your computer.

(Note that events from 2013 forward use CT V3.1 variables.)

A screenshot of the "Data QA" section of the Michigan Evaluation Web. It features three tabs: "Reflexx", "Data QA" (which is active), and "Dashboard Reports". Below the tabs, there is a form with the following elements: a "Choose Data Type:" dropdown menu set to "HIV Testing"; a list of radio button options for variables: "CT V1 Variables Only", "CT V2 and V3 Variables Only", "CT V3.1 Variables Only", "All Versions" (which is selected), and "Definitions Only"; an "Agency:" dropdown menu set to "Michigan Dept. Of Hea"; a section with three radio button options for report scope: "Report ALL data : includes all records with valid, unknown, and questionable session dates" (selected), "Report within date range: omit records with unknown dates or session dates outside of the selected range", and "Report questionable session dates: includes records with unknown session dates indicated by 01/01/1800 or 01/01/1900, and session dates before 01/01/2008 and after today's date, which are typically out of range."; and a "Run Data Quality Report" button at the bottom.

Dashboard Reports: The HIV Testing Dashboard will open in a new window when you press “Launch HIV Testing Dashboard.” Select an Agency and Program to view an interactive four-panel dashboard of your data. Note that if you already have Reflexx or another Evaluation Web third window open, Dashboard Reports are unable to open.



CDC Reports: this tab contains options for some pre-set reports which CDC uses. You can choose your jurisdiction and program announcement(s) to create a customized version of these reports.

Reflexx **Data QA** **Dashboard Reports** **CDC Reports**

Choose Report

Report Name:

- PPB Reports - Behavioral Risk Factor Report
- PPB Reports - Jurisdiction Summary Report
- PPB Reports - HIV Testing Summary Report
- CBO Indicator Report

Referral Codes Quick Reference:

<i>Referral to an Intervention</i>	Code
ARTAS	4.1.31
Brothers Saving Brothers	4.3.01
Case Management	4.19
Comprehensive Risk Counseling Services	4.16
General Medical Care	4.13
Healthy Relationships	4.1.02
HIV Medical Care/Evaluation/Treatment	4.1
HIV Prevention Counseling	4.03
HIV Testing	4.01
IDU Risk Reduction Services	4.11
Mental Health Services	4.15
Mpowerment	4.1.05
nPEP	4.27.2
Other Prevention Services	4.17
Other Support Services	4.18
Partner Services	4.14
PCC	18
POP	4.3.02
Prenatal Care	4.09
PrEP	4.27
Reproductive Health Services	4.08
STD Screening and Treatment	4.04
Substance Abuse Services	4.12
Syringe Exchange Services	4.07
TB Testing	4.06
Viral Hepatitis Screening and Treatment	4.05

Local Fields Quick Reference:

Local Field	Variable	Formatting of options
1	Reactive Test Result	R-Ag R-Ab R-Ag/Ab
2	Arab/Chaldean ethnicity	AC (leave blank if not Arab/Chaldean)
3	Referral – PrEP or other	4.27 (Any other referral code)
4	Referral – other	(Any referral code)